



## Implementation Phase Checklist

### Purpose

The Implementation Phase Checklist will assist you in determining which tools and templates support a specific Enterprise Resource Planning (ERP) or Continuous (CBPI) change initiative. The purpose of the tools and templates in AEIOO's Transformation Management Guide is to provide a starting point for Army program managers in planning a transformation management initiative. All tools and templates can be modified to fit a specific ERP or CBPI program's transformation management needs.

### Implementation Phase Checklist

Transformation Management Activity	Tools & Templates	Description
Transformation Management Planning	Implementations Deliverables Checklist	Identifies tools and templates by program phase that support an ERP or CBPI change initiative
Transformation Management Planning	Conduct Performance Measures	Capture and analyze ERP or CBPI program performance measurements using performance reference model
Leadership & Stakeholder Management	Update Stakeholder Involvement Planning Template	Modify plan as needed to involve stakeholder/stakeholder with transformation management initiative
Leadership & Stakeholder Management	Update Leadership Alignment Plan	Modify plan as needed for program leadership to be actively engaged with ERP or CBPI program
Communications	Update Communications Plan	Modify communication plan as needed including description, message, audiences, purpose, vehicle and developer
Organizational Alignment	Position Description Template	Provides position description including job details and objectives and key work activities
Organizational Alignment	Update RACI	Modify ERP or CPBI RACI template as needed. RACI defines and summarizes roles and responsibilities for given decision activities and task to support an ERP or CBPI program initiative
Learning	Facilitation Techniques	Provides facilitation techniques for individuals that will be facilitating ERP or CBPI program learning sessions to end users



<b>Transformation Management Activity</b>	<b>Tools &amp; Templates</b>	<b>Description</b>
Learning	Learning Assessment Evaluation	Provides a sample learning assessment questionnaire. The data provided from this questionnaire should be used by the ERP or CBPI program to evaluate the strengths and improvement opportunities for the learning. The questionnaire can be given electronically or interview style dependant on program requirements.
Learning	Learning Course Template	Identifies key information about the ERP or CBPI learning course